

## **Interim Monitor of Member Training and Development Programme**

### **Summary**

1. This report informs members of the take up to date at events offered as part of the current Member Training & Development Programme together with a summary of feedback received from attendees for each of the events for the period June to November 2009.

### **Background**

2. The Council is currently working towards achieving ID&eA Charter status in Member Development by improving its approach to the provision of development opportunities for elected it's Members.
3. In order to achieve Charter status the Council must put in place effective systems for recording take up and evaluating feedback relating to the development activities it provides.

### **Monitoring of Take-Up of Training & Development**

4. In January of this year Council introduced an annual minimum requirement relating to the number of development events Executive/Non Executive members should attend. Council agreed that Executive members should attend a minimum of 12 development sessions and Non-Executive Members a minimum of 8 sessions during the course of a year;
5. Qualifying development sessions are not restricted to those provided in the core programme and can include briefings and visits organised by other directorates, participation at external conferences/seminars either as a delegate or a speaker as well as the use of independent learning resources such as books, CD's and DVD's.
6. Individual attendance levels for a high proportion of events are recorded by Member Services on their Member Training and Development database. Currently, however, Members Services does not receive information from all Members regarding additional qualifying training activities they may have undertaken. To ensure Members' personal training records truly reflect the knowledge and skills they have achieved, it is essential that Members take

responsibility for informing Member Services of any additional activities so that those can be added to the central database.

7. Details of Members' attendance levels at all events offered and activities undertaken to date, as covered under the Councils' agreed standards, are set out in Annex A to this report;
8. It is suggested that measuring attendance and take up in this way would normally cover a Municipal Year, from the end of May through to the end of April (except in an election year, which, for induction purposes, would need to run from the beginning of May through to the end of the following May)

### **Analysing Take-Up**

9. Take up of development opportunities varies according to the nature of the training. Generally, training events targeted at members of a particular committee, e.g. Scrutiny or Planning attract a higher level of attendees than events which focus on specific skills such as chairing meetings, dealing with the media etc.

10. Annex A shows that:

- 7 Non Exec Members have achieved the minimum target of 8 qualifying 'sessions' to date; and 5 of those have exceeded the target
- 1 Executive Member has achieved the minimum target of 12 qualifying 'sessions' to date;
- 2 Executive Members have yet to undertake any qualifying events or activities;
- 9 Non-Executive Members have yet to undertake any qualifying events or activities;
- 15 Members are likely to achieve their target within the next 6 months (based on 3 or less qualifying sessions being required).
- 4 Executive Members are likely to achieve their target within the next 6 months
- 24 Members in total are unlikely to achieve their target within the next 6 months (based on 4 or more qualifying sessions being required).

11. In June/July 2010, the results of take-up by Members and their performance in meeting the appropriate agreed targets for 2009/10 will be reported to Council. At the same time, Members Services will publish those statistics on the Council's website.

12. In accordance with the Steering Groups role, Members may wish to consider how they will encourage Members within their Groups to work towards meeting the relevant targets.

## **Evaluating the Core Programme (including in year additions)**

13. In addition to the monitoring of take up at development events another key aspect to measuring the success and effectiveness of the development sessions on offer is measured through feedback received from attendees.
14. Evaluation sheets are distributed at the end of each development session as a matter of course. The number of completed sheets which are returned varies from session to session and members regularly choose not to complete evaluation forms. Feedback is also sought from individual Members attending external courses/events through personal development reviews.
15. Details of feedback received to date relating to development activities included in the core programme are summarised in Annex B.

### **Analysing Feedback**

16. In particular, despite a low turnout the Communication Skills Workshop (Dealing with Anger and Tears) appeared to be very well received by members who enjoyed the interactive style of the session and the trainers approach to the subject. The trainer, Emma Taylor offers a range of personal skills training for members and consideration will be given to using this trainer again
17. Positive comments were also received with regard to the sessions on Corporate Parenting. .Much planning and preparation had gone into these sessions and the feedback reflected this. It is expected that the session will be repeated in the next programme as this is an area for which all members have a personal responsibility.
18. The Scrutiny events delivered by the Centre for Public Scrutiny were well attended and the first session (4 Principles of Effective Scrutiny) prompted some interesting discussions. Feedback from the second session on Charing Scrutiny showed that this was perhaps the more useful of the two sessions. However, the personal delivery style of the trainer received some negative comments and should we use the CfPS to deliver training again we would request an alternative trainer.
19. Some general comments were received in relation to start/finish times, refreshments, room temperature etc and these have been taken on board and will be used when planning similar events in the future.

### **Options**

- 20.(a) To refer the report to Standards Committee in line with the reporting arrangements set out in the steering group's terms of reference

(b) To refer the report to Standards Committee with suggested amendments

## **Corporate Priorities**

21. Monitoring take up of development events and evaluating the core programme directly supports the Council's Corporate aim of providing of strong leadership, supporting and developing people and encouraging improvement in everything we do.

## **Implications**

22. There are no known implications associated with the contents of this report other than any equalities implications arising from the attendance monitor and evaluation of development events offered to date.

## **Risk Management**

23. In compliance with the Council's risk management strategy, there are no risks associated with the contents of this report other than if the Steering Group were not to refer the report to Standards Committee, thus being in breach of the Terms of Reference for the Steering Group agreed by Full Council

## **Recommendation**

24. Members are asked to comment on the contents of the report and to refer it to Standards Committee for consideration.

## **Reason**

25. In order to comply with the monitoring arrangements set out in the Steering Group's Terms of Reference as approved by Council.

## **Contact Details**

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### **Chief Officer Responsible for the report:**

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Services

Report Approved



Date 15/112009

**Specialist Implications Officer(s)**

Wards Affected:

All



For further information please contact the author of the report

**Background Papers:**

None.

**Annexes:**

Annex A –Attendance Levels Monitor

Annex B – Summary of Evaluation of Core Programme events